

EFFECTIVE DATE: May 2, 1983

REVISION DATES: _____

SUBJECT: Probationary Employees1. Purpose:

- A. To assure that new employees receive the basic information they need to perform their jobs satisfactorily and to comply with city rules and policies.
- B. To assure that probationary employees are not dismissed without adequate documentation.

2. Responsibilities:

- A. The Personnel Department, Training and Development Division, will conduct weekly orientations for newly hired persons dealing with general city policies and benefits.
- B. Each supervisor will brief new employees assigned to his/her supervision about specific job duties and departmental procedures. The supervisor will assemble a packet of necessary information for the employee such as the absenteeism and tardiness policy, safety rules or dress code.
- C. Before signing a dismissal action on a probationary employee, each department head will be responsible for reviewing documentation to verify that the employee was properly oriented and trained, that deficiencies in performance were discussed with him/her and that the employee failed to perform satisfactorily.

3. Procedures:

- A. Once a new employee is processed by the Personnel Department, that employee will be scheduled for the City's New Employee Orientation. Except in unusual circumstances, employees will attend orientation before they report for duty.
- B. The Personnel Department's Orientation will cover: (1) a welcome on behalf of the City Manager, (2) employee grievances, (3) fringe benefits including health and hospitalization insurance, (4) a narrative slide presentation of all City departments, (5) promotions and training, (6) the City's equal employment opportunity program, (7) residency rules, (8) safety, and (9) Personnel Rules and Administrative Directives. If necessary, the orientation will be presented in Spanish. Each employee attending orientation will be asked to sign a form (attachment #1) documenting his/her presence. The form will be placed in the employee's central personnel file. A copy of the form will be sent to the department as verification of the employee's attendance.
- C. Whenever an employee reports to the job, his/her supervisor will verify that the employee attended orientation. If for some reason the employee missed orientation, the supervisor will send the employee to the next scheduled orientation. All employees must attend orientation within one week after starting work. Orientations are held each Friday at 8:00 a.m. in the Plaza de Armas Building.


EFFECTIVE DATE: May 2, 1983

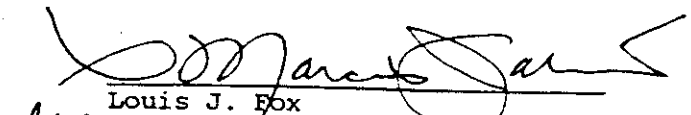
REVISION DATES: _____

SUBJECT: Probationary Employees

- D. Supervisors will brief each new employee on the specific duties of his/her job. This briefing will take place within the first week after the employee reports for work. If necessary, the supervisor will arrange to have this briefing done in Spanish.
- E. The supervisor's briefing will include the employee's task statements and standards and an explanation of when and how his/her work will be evaluated. A signed copy of each new employee's task statements and standards will be sent to the Personnel Department for the employee's central personnel file, with the original retained by the department.
- F. The immediate supervisor will also brief the employee on specific information relating to the employee's position and departmental policies and practices. This briefing will be documented on the "Departmental Orientation Form" (attachment #2) and sent to Personnel for the employee's central personnel file, with a copy retained by the department.
- G. As required by the City's Affirmative Action Plan, the supervisor will conduct an informal evaluation of the employee within 5 working days of the end of a probationary employee's first month on the job. At this time the supervisor should explain any shortcomings in the employee's work and give the employee specific instructions on how his/her work can be improved. The supervisor should also answer any questions the employee may have with regard to his work or to city or department policies. This informal evaluation should be documented on a critical incident file (attachment #3) and signed by both the employee and the supervisor.
- H. If it becomes necessary to dismiss a probationary employee, the department head should complete a long term leave notice. Attached to this notice should be the employee's critical incident file, performance evaluations rendered on the employee, and any other documentation the department may have concerning the employee's failure to meet performance standards or follow City rules.

This administrative directive is in addition to the requirement of A.D. 4.53, Performance Evaluations.


Leroy J. Harvey
Director of Personnel


Louis J. Fox
City Manager

CITY EMPLOYEE ORIENTATION

Date

During the Orientation Program, the following subjects will be discussed:

1. Welcome on behalf of City Manager.
2. Employee Grievances.
3. Fringe Benefits--City holidays, retirement provisions, leave provisions, free life and accident insurance, and hospitalization for off-duty injuries and illnesses.
4. A narrative slide presentation of all City departments.
5. Promotions and training.
6. Equal Employment Opportunity.
7. Residency rules.
8. Safety.
9. Personnel Rules and Administrative Directives.
10. Question and answer period. (Discussion about any of the above topics or any subject related to your employment.)

Please complete the spaces below and return this form to the discussion leader at the end of the program. This information will be used for recording purposes only.

PRINT FULL NAME

SOCIAL SECURITY NUMBER

EMPLOYEE'S SIGNATURE

DEPARTMENT

FEMALE _____ MALE _____

HISPANIC _____ BLACK _____

WHITE _____ OTHER _____

- m. Name of Employee Relations Specialist.
- n. Appearance/dress code or uniform policy.
- o. Other important information.
(Specify)

I certify that the above items have been explained to me and that I have had the opportunity to ask questions.

Employee Signature

Date

CITY OF SAN ANTONIO
CRITICAL INCIDENT FILE

EVALUATION PERIOD: _____

SUPERVISOR: _____

ACTIVITY: _____

[illegible]